

Applications for Compensation

This example demonstrates the steps to file an application for compensation in the CM/ECF system. Applications for compensation will be found in the [Motions/Applications/Objections](#) category.

Application for Compensation

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.
- STEP 2** The **Bankruptcy Events** screen displays.
- Click the [Motions/Applications/Objections](#) hypertext link.
- STEP 3** The **Case Number** screen displays.
- Enter the complete case number (office code-yy-bk-nnnnn).
 - Click **[Next]** to continue.
- STEP 4** The **File a Motion** screen displays.
- Verify the case name and case number that is displayed.
 - If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
 - Click the down arrow — to reveal the list of motions/applications/objections or press the “a” for applications, “m” for motions or “o” for objections. Highlight *Application for Compensation*.
- Note:** You may continue to press the “a”, “m” or “o” until the motion/application/objection you are filing is highlighted.
- Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- Click the down arrow — to scroll the **Select the Party** box to locate the party filer (i.e.: attorney, accountant, auctioneer, etc.).
- Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- If the party is not listed, click “**Add/Create New Party**” to add. Make sure you change the role type as appropriate. When finished, click **[Submit]** to get back to the **Select the Party Screen**. The added party will be highlighted.
- Click **[Next]** to continue.

STEP 6 The **Association** screen displays if this is the first time the attorney is filing something on the party’s behalf.

- Click in the box if the attorney represents the party that was added. If the attorney doesn’t represent the party, leave the box unchecked.
- Click **[Next]** to continue.

STEP 7 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* in the Attorney User Guide for more information)
- Click **[Next]** to continue.

STEP 8 The **Time Period of Services Rendered** screen displays.

- In the text box provided, type the period of time services were rendered if applicable (i.e.: January 1, 2003 to December 31, 2003).

Note: Typing the information on this screen will result in the time frame appearing in the final docket entry. If you complete this information, do not fill in the time frame on the fee screen.

STEP 9 The **Refer to Existing Event** screen displays.

- This option allows you to relate the application to a previously filed document. Most motions/applications/objections will not relate to a previously filed document. This is primarily used for amended motions/applications/objections and responses.
- Click **[Next]** to continue.

STEP 10 The **Fee Information** screen displays. (See Figure 1)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

6:03-bk-00005 Joe Ellis and Captain Jack Sparrow

Applicant Christine Baker Type Accountant

☒ Filer

From To

Fee request \$ Expense request \$

Applicant Baker Law Firm Type Debtor's Attorney

☒ Filer ☒ Party

From To

Fee request \$ 5000.00 Expense request \$ 250.00

Next Clear

Figure 1

- The attorney filing the fee application and the applicant will appear on this screen. Check the “**Filer**” box underneath the attorney’s name to distinguish that he/she is the filer and not the applicant. No further action is necessary in the “**Filer**” section.
 - In the “**Applicant**” section, select the appropriate “**Type**”, check the “**Party**” box underneath the “**Type**” and input the Fees and Expenses requested. The “**Party**” box will only appear if you had to add the party on a previous screen.
- Note:** It is not necessary to type in the time frame of the services if it was supplied on a previous screen. If you fill in the time frame on this screen it will not appear in the final docket entry.
- Click **[Next]** to continue.

ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:
[6:03-bk-00005 Joe Ellis and Captain Jack Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Application for Compensation
 for Baker Law Firm , Debtor's Attorney, Fee:
\$5000.00, Expenses: \$250.00. For the period: January 1, 2003 to
December 31, 2003 Filed by Attorney Christine Baker . (Baker,
Christine)

Next Clear

Figure 2

STEP 11 The **Final Docket Text** screen displays. (See Figure 2)

- Two prefix boxes and supplemental text box window are available to add more detail to the docket text.
- Click the down arrow — to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth

Fourth Amended
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- A supplemental text box window is provided to add more detail to the docket entry.
- Click **[Next]** to continue.

STEP 12 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is correct,
 - Click **[Next]** to continue and officially submit document.
- If the Final Docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.

STEP 13 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- Scroll down to see participants who have and have not registered for

electronic noticing on this case.

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.